



Hints from the Help Desk

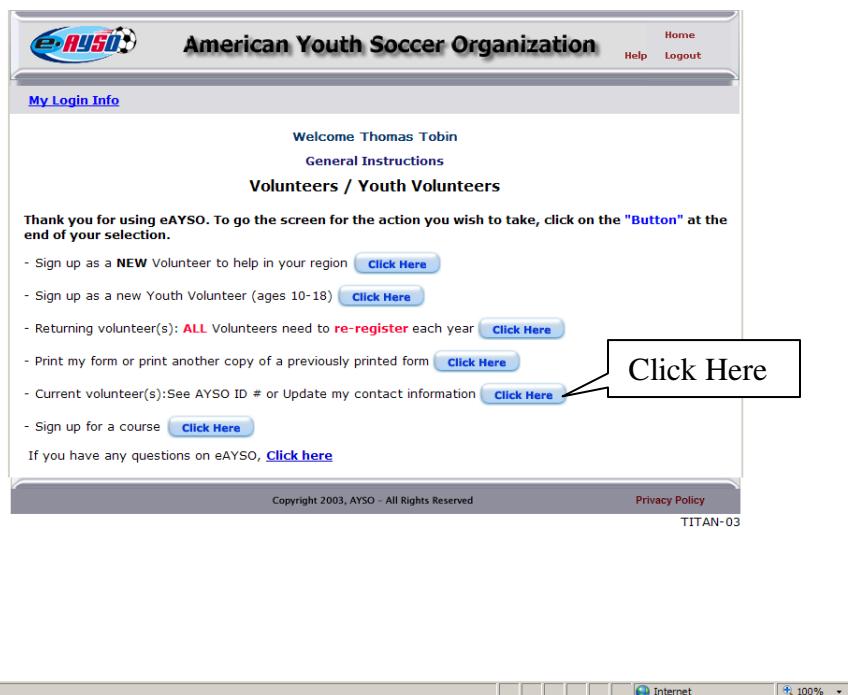
VIEWING AND PRINTING YOUR CERTIFICATION RECORD

Commencing August 1, 2009, all AYSO coaches and assistant coaches who wish to coach in the AYSO National Games, in any concurrent secondary play competitions or in nationally sanctioned AYSO Tournaments must, at a minimum:

1. Be a registered volunteer in eAYSO for the current year.
2. Have AYSO Safe Haven for Coaches certification.
3. Be trained per the National Coaching Program Guidelines at the age/skill level of the team they wish to enter/coach.

Any coach with a username and password for eAYSO will be able to check his/her certification record and print the screen if asked to provide verification. Here's how.

1. Log on to eAYSO
2. At the Welcome screen, click on the Blue Button labeled **Volunteers**. The **General Instructions** screen will open.



3. Click on the button next to "update my contact information." The Update screen will open.



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The screenshot shows the American Youth Soccer Organization (AYSO) website interface. At the top, there is a navigation bar with the AYSO logo, the text "American Youth Soccer Organization", and links for "Home", "Help", and "Logout". Below this is a section titled "My Login Info".

The main content area is titled "Update Family & Player contact information :". It includes instructions: "Not for registering to play" and "This is only for updating contact information". It then states: "Below is the list of players Pre-registered or Registered for the current season. Click on the blue name to change any information and proceed through the screens to update information:".

Player Name	AYSOID#	Pre Reg Season

Below this is another section titled "See AYSO ID or Update Volunteer(s)/Youth Volunteer(s) contact information:". It includes instructions: "This is only for updating contact information". It then states: "Below is the list of volunteers Pre-registered or Registered for the current season. Click on the blue name to change any information and proceed through the screens to update information:".

Volunteer Name	AYSOID #	Pre Reg Season	Certification(s)
Tobin, Thomas	86000975	FS2009	Click Here

A callout box with the text "Click here" points to the "Click Here" link in the table. Below the table is a "Back" button.

At the bottom of the page, there is a footer with "Copyright 2003, AYSO - All Rights Reserved" and a "Privacy Policy" link. The page ID "TITAN-03" is also visible.

The browser status bar at the bottom shows "Done", "Internet", and "100%".

4. At the bottom of the screen is information for any volunteer record related to that log in. This is where a volunteer can learn their AYSO I.D. number. It also indicates the membership year for which the volunteer is registered. If there are certifications in a volunteer's record the words "Click Here" appear as a link. The link is grayed out if there are no certifications. Click on this link to see the detail.



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The screenshot shows the AYSO website interface. At the top, there is a navigation bar with the AYSO logo, the text "American Youth Soccer Organization", and links for "Home", "Help", and "Logout". Below this is a "My Login Info" link. The main content area is titled "Volunteer - View Certification - Coach". It displays the user's name as "Tobin, Thomas" and their AYSO ID as "86000975". There are four tabs: "Coach", "Referee", "Instructor", and "Management", with "Coach" selected. A table lists the following certifications:

Certification Number	Certification Desc	Certification Date
7609	Z-Online U-8 Coach	12/5/2006
7609	Z-Online U-8 Coach	11/27/2006
7510	U-10 Coach	8/26/2004
7610	U-8 Coach	8/24/2004
7710	U-6 Coach	8/24/2004
7901	Safe Haven Coach	9/3/2003

Below the table is a "Back" button. At the bottom of the page, there is a footer with "Copyright 2003, AYSO - All Rights Reserved", a "Privacy Policy" link, and the text "TITAN-03". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

5. This screen will show any Coach certifications by default. If there are no Coach certifications, the screen will display the certifications for one of the other disciplines.
6. To print this screen, click on **File** on the browser toolbar and then click on **Page Setup**.
7. In the **Page Setup** wizard, change the **Orientation** to Landscape. Then click on **OK**.
8. Click again on **File** on the browser toolbar, and click on **Print** (or you can hold down the **Ctrl key** and hit the **P key**).
9. In the Printer Wizard, click on **Print**.

Please call 866.588.2976 or send an email to eaysosupport@ayso.org if you have any questions.

Thank you for using eAYSO,